

**GOVERNOR'S COMMITTEE FOR THE PURCHASE OF
COMMODITIES AND SERVICES FROM THE HANDICAPPED**

P.O. Box 745
Institute, WV 25112

Minutes

May 26, 1999

**Large Conference Room
West Virginia Rehabilitation Center
Institute, West Virginia**

The meeting of the Committee for the Purchase of Commodities and Services from the Handicapped was called to order by Chairman, Leroy Dixon. In attendance were Linda Maniak, Janice Holland, Debra Bensey, Steve King, Tom Bell, Jack McComas, & Dee Wilder. Guests were Michael Cormier, Marsha Allman & Tim Morris. Absent from the meeting were Curt Curtis, Chris Miller & Trudy Oliver.

Approval of Minutes of Previous Meeting: Jack McComas made a motion to approve the April minutes. Tom Bell seconded the motion; motion carried.

Report of Chairman: Lee Dixon, Chairman had no new information.

Financial Report: Janice Holland gave a financial report indicating a budget balance \$1,524.77 completing FY99 budget through the end of June, 1999. Janice reported a discussion with Linda Lyter, Finance & Administration indicated a new budget will be administered July 1, 1999. Jack McComas made a motion to approve the budget. Tom Bell seconded the motion; motion carried.

Report of Executive Secretary: No report.

Report of the WARF Executive Director: Steve King introduced new employee Tim Morris, Director of Marketing for the West Virginia Association of Rehabilitation Facilities.

Steve distributed a copy of letter mailed to Richard Martz, Senior Vice President, Consultec, Inc. This letter is a response to the Jackson County Development Center issue discussed last month (See attached).

Steve is scheduled to meet with Dave Accord, Director of Goodwill Industries and Jack Buckalew, Assistant Secretary of Administration on June 2nd to discuss leasing of buildings to state offices and the inclusion of janitorial services in the leasing contracts. The committee agreed this is an excellent approach to involve all departments.

Old Business: There was no report of old business.

Chairman: **Lee Dixon**

Members: **Linda Maniak, Janice Holland, Tom Bell, Jack McComas, Trudy Oliver**

Ex Officio Members: **Curt Curtis, Executive Secretary**

Stephen R. King, Executive Director, West Virginia Association of Rehabilitation Facilities

Governor's Committee for the Purchase of Commodities

May 26, 1999

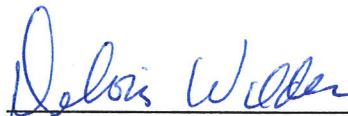
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New Business: Steve King reported as most of us have read in the paper the many layoffs regarding Shawnee Hills. Shawnee Hills controls approximately 25% of WARF business. Debbie has written a proposal for the Diversified Business Group, a component of Shawnee Hills to downsize the Janitorial Department. Some of Shawnee employees are shifting to Goodwill Industries in order to keep their jobs. There was considerable discussion regarding benefits of these employees being shifting. Debbie is checking into additional possibilities.

Contract Presentation from CNA: Contracts were discussed. Contract renewals with increases included Air Guard, Martinsburg; Air Guard, Charleston; DRS - Recreation Workers; Tax Department, Charleston; Tax Department, Martinsburg; General Services, Clarksburg; General Services, Fairmont; General Services, Beckley; General Services, Parkersburg; & DHHR, Statewide. Contract renewals without increases are IS&C and the Tax Department, Smith Street. Tom Bell made a motion to approve all contracts. Jack McComas seconded the motion; motion carried.

No further business to discuss, Jack McComas made a motion to adjourn the meeting. Janice Holland seconded the motion; motion carried.

The time and place for the next meeting is June 30, 1999; 10:00 - 12:00; Small Conference Room at the Institute Complex.



Deloris Wilder, Recorder

Attachment: Jackson County Letter of Response

**Committee for the Purchase of
Commodities and Services from the Handicapped**

P.O. Box 745
Institute, WV 25112

May 21, 1999

Mr. Richard Martz
Senior Vice President
Consultec, Inc.
9040 Rosewell Rd.
Atlanta, GA 30350

Dear Mr Martz:

I am the current chairman of the governor- appointed Committee for the Purchase of Commodities and Services from the Handicapped which oversees the special employment program in West Virginia that utilizes the contracting and purchasing power of the State of West Virginia to provide employment and training opportunities for workers with disabilities. Called the State Use Program, this program for several years has included a partnership with Consultec and the Jackson County Developmental Center (JCDC).

The reason for this letter is in response to historical and escalating problems associated with Consultec's perceived disregard for the State's contractual requirement to route all data entry work to the JCDC. This organization, which uses the work generated through the data entry part of Consultec's contract with the state, depends heavily on this work to provide training and employment to its workers. At our last meeting, the Governor's Committee learned that there has been a history of Consultec holding or failing to send data entry work to JCDC as specified in the State's contract with your company. The Committee is cognizant of the fact that Consultec's contract award was contingent on its utilization of JCDC for all data entry work as previously performed.

While the Governor's Committee understands that there have been significant changes in the scope and nature of the State's requirements and needs as covered by Consultec's and JCDC's contract, we ask that you provide us with an explanation as to why the volume of data entry work assigned by Consultec consistently diminished over time, and what provisions are being made to include JCDC in the application of their ASAP-AP program which is applicable to the work remaining in state from the State's Bureau of Medical Services.

The Governor's Committee wishes to advocate for Consultec's voluntary compliance with the terms and provisions of the State's current contract for data entry work as performed by JCDC, and strongly encourages Consultec to work with JCDC to structure future work opportunities that may fall within their capabilities and the provisions of the State Use Law.

Chairman: **Lee Dixon**

Members: **Linda Maniak, Janice Holland, Tom Bell, Jack McComas, Trudy Oliver**

Ex Officio Members: **Curt Curtiss**, Executive Secretary

Stephen R. King, Executive Director, West Virginia Association of Rehabilitation Facilities

The Committee would appreciate a response relative to this matter as soon as possible.

Sincerely,

LeRoy E. Dixon,
Chairman

cc: Julia Leopold, Acct. Manager